

Receiving

1. Click on “Receiving” in the Prism welcome screen
2. Change the “Sort by” to “Order Number”
3. Type in the beginning of the order number in the field called “Contract/Award Number”
4. Click on “Display”
5. Click on the hyperlink to the order
6. Click on “Add”
7. In the “Received By” field put in the end user’s name
- 8.. Type in the quantity that has been received, **if only part of the shipment has been received then you will need to add another receiving report in the future, do not edit the current one.**
9. Choose “Submit”

Award Finder

Sort by: Max Results: Results per Page:

Contract/Award Number: Order Number:

Ship To Code: ... Packing Slip: Vendor: ...

Confirmation Number: Due In Date From: To:

Contract Number	Order Number	Vendor	Line Item Detail
POTOMTEST5		AT&T WIRELESS	Y
POTEST123456789		AT&T WIRELESS	Y
POJEFF2		AT&T WIRELESS	Y
PO-NEW1		DISNEY STORE	Y
PO38		AT&T WIRELESS	Y
PO5437		AT&T WIRELESS	Y
PO1925		AT&T WIRELESS	Y
PO147		AT&T WIRELESS	Y
PO9415		AT&T WIRELESS	Y
PO9477		AT&T WIRELESS	Y

Page 1 of 3 (24 results found)

1. Change to “Order Number”

2. Type in the order number

3. Click on “Display”

4. Click on the order number.

VFO

Receiving

Receiving
History
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General Information

Award Number: PO38 Buyer: TOM NORTHRUP
Vendor Name: AT&T WIRELESS Contracting Officer: Bruce Feirtag

Receiving

Select	Received Date	Received By	Shipped Via	Packing Slip Number	Packing Slip Date
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Click on “Add”

General Information

Award Number: PO38

Buyer: TOM NORTHRUP

Vendor Name: AT&T WIRELESS

Contracting Officer: Bruce Feirtag

Receiving Detail

Date Received: 06/19/2002

Received By: TNORTHRU

Shipped Via:

Bill of Lading Number:

Packing Slip Number:

Packing Slip Date:

Line Item Information

Item Number	Description	Unit of Issue	Quantity Received	Quantity Pulled for Inspection	Inspected	Special Handling	Inspection Required	A
0001	COMPUTER	EA					N	

Submit

Cancel

1. Type in
the end
user

2. Quantity
Received

3. Choose
"Submit"